

State of Washington
 Dept. of Fish and Wildlife
 invites applications for the position of:
**Permanent Information Technology
 Specialist 3 *11690-13**

careers.wa.gov
 Working for Washington State

SALARY: \$4,114.00 - \$5,395.00 Monthly

OPENING DATE: 11/12/13

CLOSING DATE: 11/22/13 05:00 PM

DESCRIPTION:



Our Mission
 To preserve, protect and perpetuate fish, wildlife and ecosystems while providing sustainable fish and wildlife recreational and commercial opportunities.

Vision
 Conservation of Washington's fish and wildlife resources and ecosystems.

THE DEPARTMENT

The Washington Department of Fish and Wildlife (WDFW) is dedicated to protecting native fish and wildlife, and providing sustainable fishing, hunting and wildlife viewing opportunities for millions of residents and visitors. Working throughout the state, WDFW's employees—field biologists, enforcement officers, land stewards, lab technicians, customer service representatives and others—manage hundreds of fish and wildlife species, maintain nearly a million acres of public wildlife lands, provide opportunities for recreational and commercial fishing, wildlife viewing and hunting, protect and restore habitat and enforce laws that protect fish and wildlife resources. Find out more about us and the important work we are a part of at www.wdfw.wa.gov

This recruitment is to fill one full time permanent Information Technology Specialist 3 located in the Fish Program, Science Division, Biological Data Systems Unit. The duty station for this position is the Natural Resources Building, Olympia, Thurston County, WA.

This position reports to the PST Support and Hatchery Data Manager and is primarily responsible for managing and maintaining databases related to Fish Hatchery and Wild Salmon Production release information, adult data, and location information. The position is responsible for oversight and support of FishBooks web application for hatchery data information.

Working Conditions

The work site for this position is the Natural Resources Building office. The work schedule is Monday-Friday 8am-5pm. The position is primarily office work involving long periods of time using person computer monitor and keyboard. The position involves strong mental focus during long meetings and dealing with complex and intricate data-related issues. There may be occasional fieldwork involving inclement weather and moderate lifting.

Union

This position is covered by a collective bargaining agreement between the State of Washington, Department of

Fish & Wildlife, and the Washington Association of Fish and Wildlife Professionals (WAFWP). As a condition of employment you must either join the union and pay union dues, or pay the union a representational or other fee within 30 days of the date you are put into pay status.

DUTIES:

- Lead, support and assist in assembling, testing and deployment of databases for Hatchery and Fish Management information.
- Manage data exchange for several key data sets and provide database and systems services to WDFW analysts working in support of the Pacific Salmon Treaty.
- Data steward for key Fish Program databases.
- Provide support to Hatchery Data staff, including managing compilation, verification, storage, and delivery of WDFW statewide hatchery data.
- Assist with design and development of data reports, provide summary data to entities, and assist with other work unit projects.
- Provide technical assistance and expertise through providing reports of raw and summarized data.
- Participate in data management work groups as needed.

QUALIFICATIONS:

A Bachelor's degree from an accredited college or university is desirable. **OR**

Two years of professional experience in Natural Resources. (Additional professional experience may substitute for the degree on a year-for-year basis.) **OR**

Two years of information technology experience such as developing databases, analyzing, designing, installing and maintaining, or programming computer software applications.

(Additional professional experience may substitute for the degree on a year-for-year basis.)

Preferred candidate will have experience with:

MS SQL Server Management System, MS Access and Visual Basic Code, MS Excel and analysis tools.

The best qualified applicants will be considered based on their experience, knowledge and skills in the following areas:

- **Using Personal Computers-** Experience creating databases, application development, and generating reports to analyze data, primarily using MS SQL Server and MS Access. This position requires strong data management and organizational skills. Also using software such as word processing and other programs, producing timely and accurate work products that fully satisfy the demands of the assignment.
- **Information Technology Support-** Collaborative work with customers setting up system components, troubleshoot problems, monitor and maintain existing systems, and ensure complete customer satisfaction.
- **Relationship-Building Skills/Abilities-** Ability to develop positive, productive, respectful working relationships with clients and co-workers.
- **Managing Records-** design and development of logical and easy-to-use records management systems that allows accurate and efficient retention, protection, and retrieval of information. Ensure systems accommodate revision and expansion as necessary.
- **Analysis and Reporting Skills-** use data and information in a clear and rational thought process to assist and understand issues, and produce meaningful and complete work products.
- **Communication-** Practice clear and effective communication.
- **Customer Support Skills-** Provide excellent customer support. Respond within a reasonable time. Anticipate the needs of customers and make suggestions.

Experience is based on full time equivalency (i.e., 40 or more hours/week). Part time work is prorated (e.g., 20 hours/week for 6 years = 3 years of experience). Do not count experience that was a part of your educational requirements.

SUPPLEMENTAL INFORMATION:

To apply for this position you **MUST** complete your profile at www.careers.wa.gov and attach the following to your profile before completing the online application:

A cover letter describing how you meet the qualifications of this position (generic cover letter will not be

accepted)

A current resume (please make it succinct)

Two professional references (personal references do not count as professional)

Please note: Failure to follow the above application instructions will lead to disqualification. E-mailed documents will not be accepted in lieu of attaching your documents to the online profile.

Upon submission of your online application, you will immediately receive a confirming e-mail. You will then be notified via e-mail of your status during the process. In addition to the e-mail notifications, you can check the status of your application at any time by visiting your online profile at www.careers.wa.gov. Due to the high volume of applications that we receive, we ask your understanding and encourage you to use the online process and avoid calling for information.

The Department of Fish and Wildlife is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientation and gender identity diversity. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, disabled and Vietnam era veterans and people of all sexual orientations and gender identities are encouraged to apply. Persons needing accommodation in the application process or this announcement in an alternative format may call (360) 902-2276 or the Telecommunications Device for the Deaf (TDD) at (800) 833-6388.

Permanent Information Technology Specialist 3 *11690-13 Supplemental Questionnaire

- * 1. Have you ever been convicted of a misdemeanor or felony within the last ten (10) years?
 Yes No

- * 2. Do you have a valid Washington State, or other state, driver's license? (If selected for an interview, you may be asked to furnish your license and driving record.)
 Yes No

- * 3. Do you have a Bachelor's degree from an accredited college or university?
 Yes No

- * 4. Do you have 2 years of paid professional experience in natural resources and/or Information Technology? (Additional professional experience may substitute for the degree on a year-for-year basis.)
 Yes No

- * 5. Do you have 2 years of information technology experience such as developing databases, analyzing, designing, installing and maintaining, or programming computer software applications? (If yes, please ensure your application reflects this experience)
 Yes No

- * 6. Do you have paid working experience using SQL? Please describe.

- * 7. Please describe any additional computer software (s) you have working experience using.

- * 8. Please verify that you have included the following information in your online application: 1) A chronological resume OR a completed online profile that includes education and employment history 2) A detailed cover letter describing how you meet the qualifications for this position. 3) Detailed responses to all supplemental questions. 4) Two professional references.

Yes No

* Required Question